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Job Posting  
**Human Resources Coordinator**  
Black Social Service Hub

**About Roots Community Services**

Roots Community Services Inc. (RootsCS) is a charitable organization that provides culturally-relevant programs and services to inspire residents in the Region of Peel, primarily from the Black and Caribbean communities, to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and in finding solutions to improve their health, well-being and quality of life.

**About the Black Health and Social Services Hub**

Roots Community Services (RootsCS), in partnership with LAMP Community Health Centre (LAMP CHC) and the Canadian Mental Health Association Peel Dufferin (CMHA Peel Dufferin), is advancing the implementation and expansion of an integrated health and social services hub serving Black, African and Caribbean (BAC) communities in Peel Region.

The Black Health and Social Services Hub (BHSS Hub) will provide primary health, mental health, addiction and social services programs that will holistically address BAC communities' physical, mental, social and cultural needs, and seek to eliminate disparities and inequities. To achieve our goals, we are recruiting people passionate about delivering culturally relevant, responsive and affirming care that will inspire individuals to improve their well-being.

**The Position:**

RootsCS is seeking a Human Resources Coordinator for the BHSS Hub, who thrives in a dynamic, people-centered work environment and demonstrates strong organizational, communication, and human resource administration skills. This position will focus primarily on supporting the BHSS Hub, ensuring that the integrated Human Resources needs of the Hub's staff and programs are met in alignment with BHSS policies, procedures, and values. The Coordinator will provide hands-on Human Resources and administrative support through the employee lifecycle including recruitment, onboarding, engagement, and HR systems management while maintaining compliance and fostering a healthy, inclusive workplace culture. The role works collaboratively with Hub leadership and partners, and other internal RootsCS departments.

- **Term of work:** Full time contract to March 31, 2026 2026 renewable based on funding
- **Hours of work:** 35 hours per week

- **Rate of pay:** \$52,000 - \$58,000 annually with benefits
- **Reports:** Manager, People and Culture, RootsCS

## **Job Responsibilities:**

### **Human Resources Operations**

- Support the recruitment and onboarding process for BHSS Hub positions, including job postings, interviews, reference checks, and orientation.
- Maintain accurate and confidential Human Resources records and files for Hub employees, including updates in HRIS systems.
- Assist with offboarding processes, including exit interviews and record management.
- Track staff training and certifications, ensuring compliance with Hub and funder requirements.
- Support the integrated BHSS Human Resources function with collaboration and completion of deliverables as directed by HR partner organization leads and led by the Director of Integrated Operations BHSS.

### **Employee Engagement and Relations**

- Support the rollout and continuation of employee engagement and wellness initiatives within the Hub.
- Assist in coordinating staff appreciation events, surveys, and team-building activities.
- Provide appropriate first-line Human Resources support to Hub employees, ensuring timely responses to HR-related inquiries.
- Track probationary reviews and performance evaluations to ensure completion and documentation.

### **Policy and Compliance Support**

- Ensure Hub operations align with established policies and employment legislation (ESA, OHSA, AODA, Human Rights Code).
- Support implementation of health and safety initiatives, including incident reporting and compliance tracking.
- Participate in policy reviews and identify opportunities for improvement specific to the BHSS Hub context.

### **HR Systems and Reporting**

- Manage employee data entry, time tracking, and leave management in HRIS systems.
- Prepare HR-related reports, dashboards, and documentation for internal use and funder requirements.
- Support the adoption and effective use of HR tools, templates, and processes across the Hub.

### **Other Responsibilities**

- Provide administrative and logistical support to the Manager, People and Culture, on

- Human Resources initiatives and projects as they are related to BHSS.
- Participate in meetings, committees, and organizational planning sessions as required.
- Perform other related duties as assigned.

**Qualifications & Requirements:**

- Diploma or degree in Human Resources Management, Business Administration, or a related discipline.
- Minimum 2–3 years of experience in Human Resources generalist or coordination role, preferably in a not-for-profit or community services environment.
- Strong understanding of employment legislation, Human Resources operations, and compliance.
- Experience supporting HRIS or scheduling platforms (e.g., BambooHR, ADP, or similar).
- Excellent organizational and interpersonal skills, with a focus on confidentiality and professionalism.
- Strong communication, problem-solving, and multitasking abilities.
- Proficiency with Google Workspace, Microsoft 365 and Monday.
- Understanding of anti-racism, anti-oppression, and equity principles in HR practice.
- Awareness of the diverse needs of Black, African, and Caribbean communities in the Region of Peel.
- Availability to work occasional evenings or weekends as needed.
- Clean and recent Vulnerable Sector Check
- Satisfactory references

Please forward your application and cover letter addressed to the Manager, People and Culture, by email to [careers@rootscs.org](mailto:careers@rootscs.org), with the subject line Human Resources Coordinator – BHSS. Applications will be accepted on a rolling basis until the position is filled. We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.